

THE CATHOLIC SCHOOL ASSISTANT PRINCIPAL

The assistant principal is ordinarily a Catholic. He/she is to support and assist the principal in every way possible in the school, to assume the leadership in the absence of the principal or when delegated by him/her, and when desired by the principal, to fulfill additional duties as required.

Since the assistant principal frequently has other responsibilities, prudence should dictate what is reasonable for him/her to undertake regarding additional duties. The assistant principal should have a written job description appropriate to the assignment. The following list can be used as a guideline for establishing a local job description:

1. Supervising and assisting substitute teachers.
2. Serving as test coordinator.
3. Supervising volunteer service, such as teacher aides, clerical staff, and playground personnel.
4. Designating routine assembly procedures in cafeteria, auditorium, and church.
5. Planning, conducting, timing, and recording monthly fire drills and emergency procedures.
6. Coordinating one section of the school (e.g., the primary, intermediate, upper grades, or a specific department).
7. Subscribing for and seeing that all teachers have access to good professional magazines and publications.
8. Making administrative decisions in the absence of the principal. The faculty must comply with such directives.
9. Serving as curriculum coordinator.